

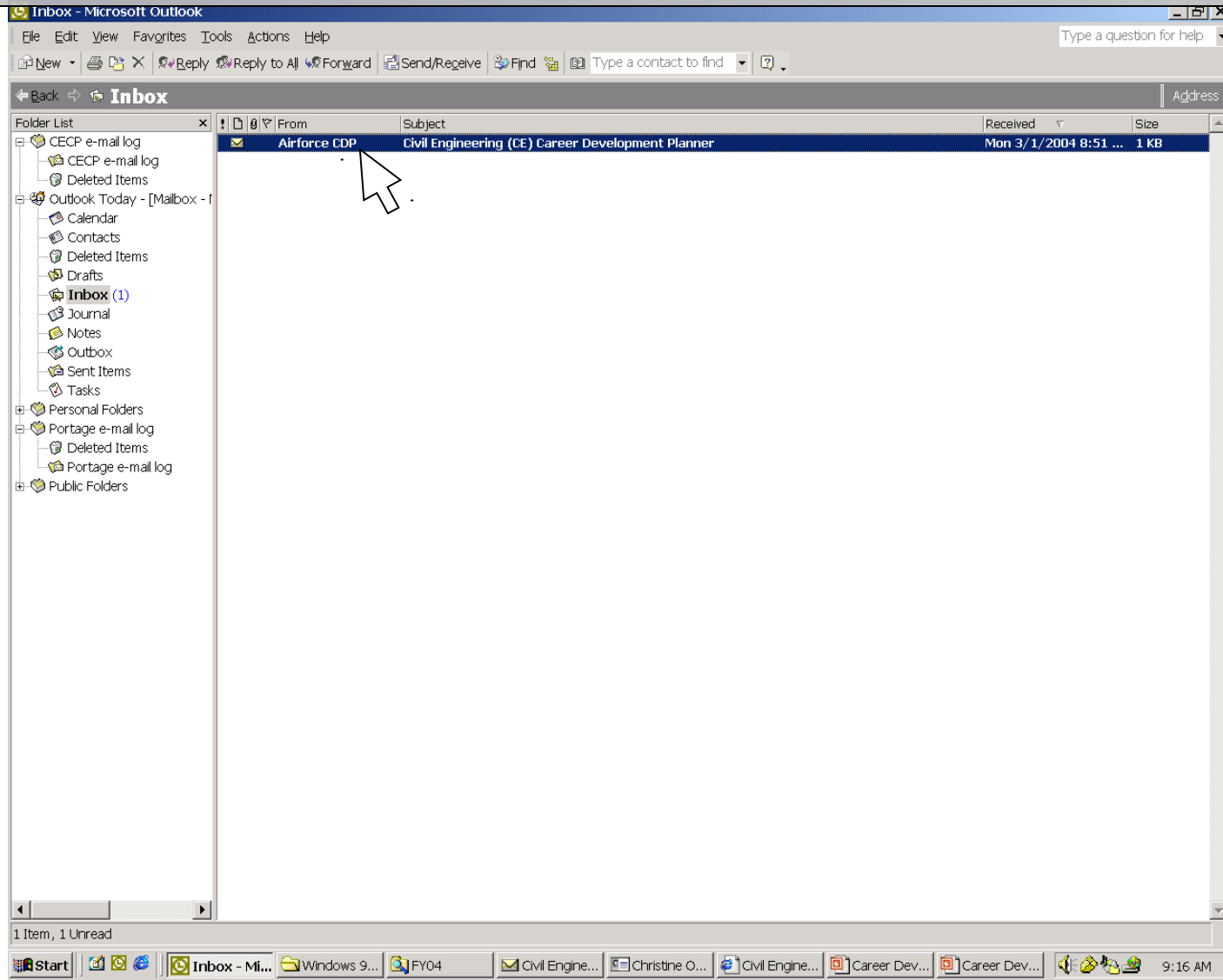


Civil Engineering (CE) Career Development Planner (CDP)

Supervisor/Squadron Commander Instructions

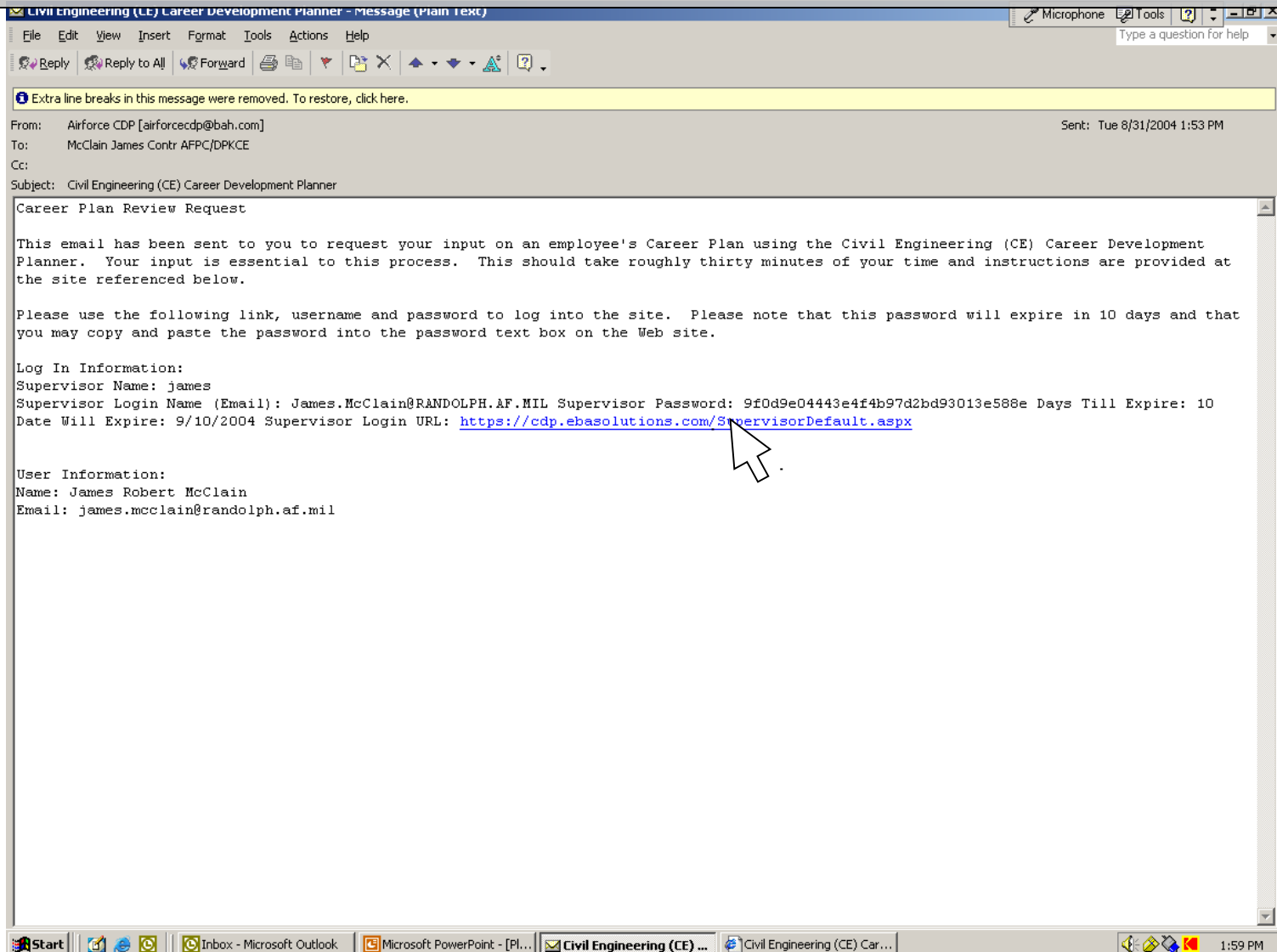
Career Development Planner - E-mail

Open the “Civil Engineering (CE) Career Development Planner” e-mail. Note: All e-mails from the CDP website will be from “Airforce CDP”.



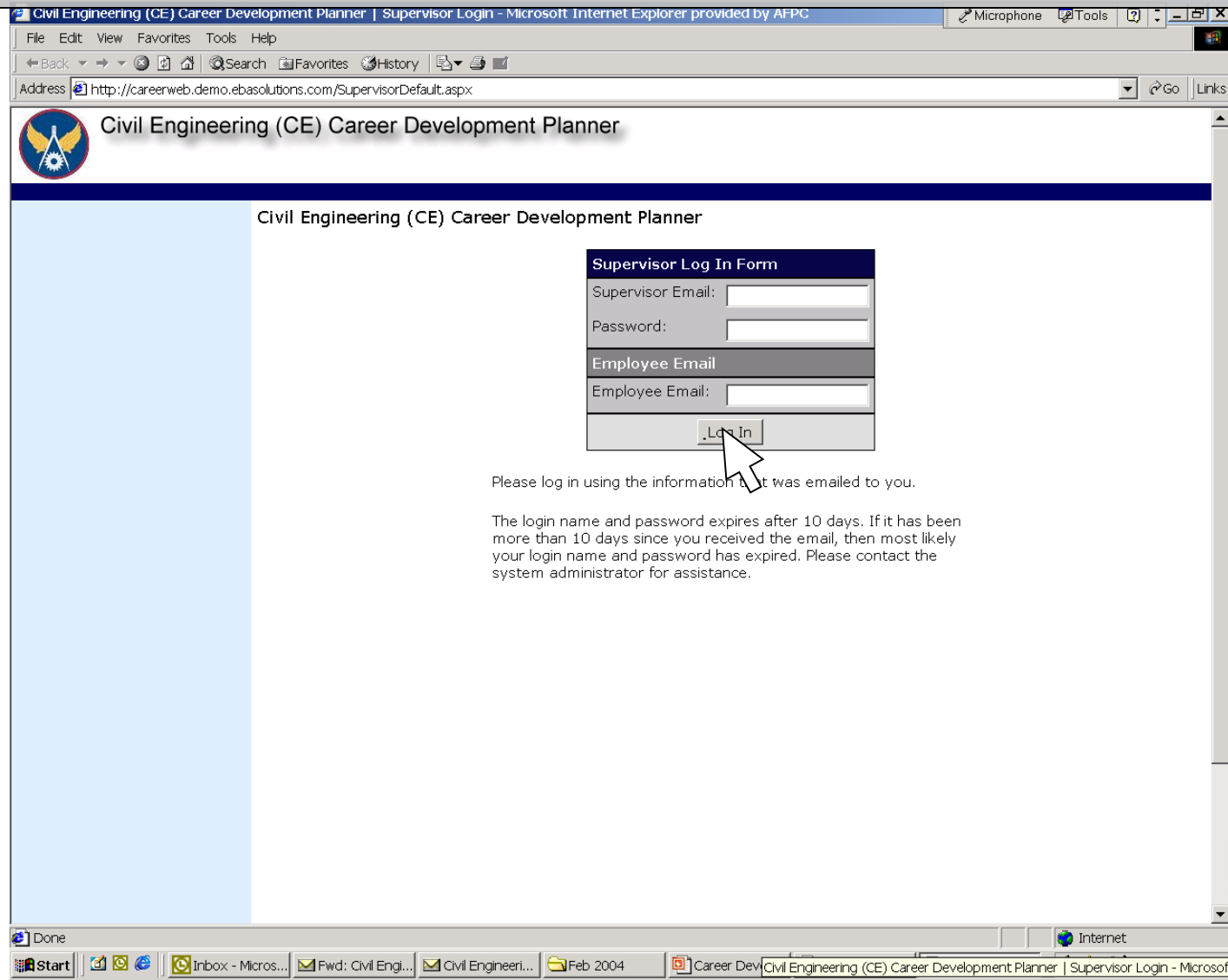
Career Development Planner - E-mail

Click on the <https://cdp.ebasolutions.com/SupervisorDefault.aspx> link. This will open a window to the CDP web site. Make a note of your Login Name which is your e-mail address, password, and employee e-mail address.



Career Development Planner - Login

Fill out the Login form and click on the "Log In" button. Note: you can copy and paste the password from the e-mail into the form.



The screenshot shows a web browser window titled "Civil Engineering (CE) Career Development Planner | Supervisor Login - Microsoft Internet Explorer provided by AFPC". The address bar shows "http://careerweb.demo.ebasolutions.com/SupervisorDefault.aspx". The page header includes the AFPC logo and the text "Civil Engineering (CE) Career Development Planner".

The main content area is titled "Civil Engineering (CE) Career Development Planner" and contains a "Supervisor Log In Form". The form has the following fields and buttons:

- Supervisor Email:
- Password:
- Employee Email
- Employee Email:
-

Below the form, there is a message: "Please log in using the information that was emailed to you." and a paragraph: "The login name and password expires after 10 days. If it has been more than 10 days since you received the email, then most likely your login name and password has expired. Please contact the system administrator for assistance."

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micros..., Fwd: Civil Engi..., Civil Engineeri..., Feb 2004), and the active window "Career Dev Civil Engineering (CE) Career Development Planner | Supervisor Login - Microsof".

Career Development Planner - Home

Click on the “Career Plan Submission Review” link to continue.




Civil Engineering (CE) Career Development Planner | Supervisor Home - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History

Address http://careerweb.demo.ebasolutions.com/Supervisor/Home.aspx Go Links

Civil Engineering (CE) Career Development Planner

Welcome Supervisor!

Supervisor Menu

Home

Review Submission

Log Out

Welcome to the Civil Engineering (CE) Career Development Planner!

An employee has indicated that you as the immediate supervisor. Please take a moment to review the employee's Career Plan. The link below will take you to the Career Plan Submission Review form where you can review the employee's Career Plan, provide comments, and rate the employee's career progression.

Once you are done, click on the Log Out link to end the session. Thank you for taking the time to complete this important task.

NOTE: Providing comments (1,000 characters or less) and rating the employee's career progression are both required.

Go to the [Career Plan Submission Review](#) form.

Career Plan Review Summary Information

Supervisor Name: Jill Doe

Supervisor Email: jamesmclain16@yahoo.com

Date Password Expires: 3/6/2004

Employee Information

User Name: Jack Robert Doe

User Email: JackDoe@test.net

User Phone: 123-4567

Done

Start

Inbox - Micros...

Fwd: Civil Engi...

Civil Engineeri...

Feb 2004

Career Develo...

Presentation1

Civil Enginee...

Internet

10:19 AM

Career Development Planner - Review Career Plan Submission


Review the Career Plan Submission and fill out the form at the bottom of the page. Click on the “Submit” button to send you comments.

Civil Engineering (CE) Career Development Planner | Career Plan Submission List - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address http://careerweb.demo.ebasolutions.com/Supervisor/ReviewSubmission.aspx Go Links

Civil Engineering (CE) Career Development Planner

Welcome Supervisor!

Supervisor Menu

Home

Review Submission

Log Out

Review Career Plan Submission

Please review this Career Plan.

Career Plan

| | |
|--------------------------|---------------------------|
| Name | Jack Robert Doe |
| MAJCOM | ACC |
| Service Computation Date | 2/10/2004 |
| Occupational Series | 0810 Civil Engineer |
| Duty Title | AFCESA Executive Director |
| Grade | GS13 |
| Email Address | JackDoe@test.net |
| Commercial Phone | 123-4567 |
| DSN | 7654 |
| Office Symbol | cc |
| Address Line 1 | |
| Address Line 2 | |
| City or Base | Randolph |
| State | Tx |
| Postal Code | 78259 |

Immediate Supervisor Information

| | |
|---------------|-------------------------|
| Name | Jill Doe |
| Rank/Title | Major |
| Email Address | jamesmcdain16@yahoo.com |

Retirement/Present Position Vacate Projection

| | |
|-----------------------------------|-----------|
| Earliest Eligible Retirement Date | 2/20/2029 |
| Estimated Retirement Date | 2/20/2030 |

Done

Start

Inbox - Micros...

Fwd: Civil Engi...

Civil Engineeri...

Feb 2004

Career Develo...

Presentation1

Civil Enginee...

Internet

10:20 AM

Career Development Planner - Download Career Brief

You can download the participant's career brief by clicking on the "Download career brief" link. Note: You can only download a career brief if the participant provides the career brief.

The screenshot shows a web browser window with the address bar displaying <https://cdp.ebasolutions.com/Supervisor/ReviewSubmission.aspx>. The page content includes several sections:

- Time Frame** table with columns: Begin Date, End Date, Desired Position, Desired Geographic Location, Other Location. Rows: Near, Mid, Long.
- Career Plan 3 - 3rd Choice** table with the same structure as the first table.
- Career Brief** section with a link labeled [Download career brief](#).
- User Comments** section.
- Career Plan Us** section with a large button labeled [Download career brief](#).
- Squadron Commander Information** section with a form titled **Squadron Commander Information Form**.

The **Squadron Commander Information Form** includes the following fields:

- Does this employee have a Squadron Commander?:* (Radio buttons: Yes, No)
- Squadron Commander Name:** (Text input field)
- Rank/Title:** (Text input field)
- Email Address:** (Text input field)

The taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft PowerPoint, Civil Engineering (CE) Car..., and Civil Engineering (CE) ... The system clock indicates 1:58 PM on 7/1/2007.

Career Development Planner - Squadron Commander Information Form

Fill out the Squadron Commander Information Form. Note: "Does this employee have a Squadron Commander?" is required.

Civil Engineering (CE) Career Development Planner | Review Career Plan Submission - Microsoft Internet Explorer provided by AFP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://cdp.ebasolutions.com/Supervisor/ReviewSubmission.aspx> Go Links

User Comments

Career Plan User Comment

User Comment:

Squadron Commander Information

All fields with an * symbol are required.
All fields with an ** symbol are required only if the employee has a squadron commander.

Squadron Commander Information Form

Does this employee have a Squadron Commander?:* ☐ Yes ☐ No

Squadron Commander Name:**

Rank/Title:**

Email Address:**

Reviewer Comments Area

All fields with an * symbol are required.

Career Plan Comment Form

Review:* ☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:*
(Please limit your comments to 1,000 characters.)

Done

Start | Inboxes - Microsoft O... | Microsoft PowerPoin... | Civil Engineering (CE... | Civil Engineering (... | RE: - Message (Ric... | Internet | 12:56 PM

Career Development Planner - Career Plan Comment Form

Review the Career Plan Submission and fill out the form at the bottom of the page. Click on the "Submit" button to send you comments.

Civil Engineering (CE) Career Development Planner | Career Plan Submission List - Microsoft Internet Explorer provided by AFPC

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <http://careerweb.demo.ebasolutions.com/Supervisor/ReviewSubmission.aspx> Go Links

Career Plan 2 - 2nd Choice

| Time Frame | Begin Date | End Date | Desired Position | Desired Geog |
|------------|------------|----------|------------------|--------------|
| Near | | | | |
| Mid | | | | |
| Long | | | | |

Career Plan 3 - 3rd Choice

| Time Frame | Begin Date | End Date | Desired Position | Desired Geog |
|------------|------------|----------|------------------|--------------|
| Near | | | | |
| Mid | | | | |
| Long | | | | |

Reviewer Comments Area

Career Plan Comment Form

Rating:

☐ Current Assignment
☐ On Track
☐ Groom
☐ Ready

Comment:
(Please limit your comments to 1,000 characters.)

Submit

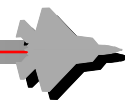
[Security Notice](#) | [Disclaimer](#) | [Privacy Statement](#) | [Accessibility](#)

Ready: Ready now to assume greater responsibility in a more challenging position at the same grade or a grade higher than they currently hold.

Groom: Demonstrated growth potential (Member would benefit by an assignment in a related specialty or different organizational level); ready now for new developmental opportunities.

On Track: Complete current assignment at agreed length; but demonstrated growth potential and ready for developmental position or greater responsibility in the near future.

Current Assignment: Stay in current assignment (required for specific expertise or announced retirement, etc.)



**If you have any problems,
Please contact James McClain @**

**james.mcclain@randolph.af.mil
DSN 665-2799/2666 or
COM (210) 565-2799/2666**